

# **State of Alaska, Division of Forestry Western Wildland Urban Interface**

## **Competitive State Fire Assistance Grant Business Rules**

### **Introduction**

This document is intended to outline standard business practices for developing Western Wildland Urban Interface competitive grant proposals in Alaska. For more information on specific criteria and instructions of the program refer to the Criteria and Instructions developed by the Western State Fire Managers, found on Forestry's web page: <http://forestry.alaska.gov/fire/cwpp/wuigrants.htm>

### **Background**

Since 1999, the Council of Western State Foresters have awarded funding on a competitive basis to the western states and protectorates under the Western WUI Grant Program. Key program areas include: fuels reduction, restoration of fire adapted ecosystems, planning and information and education. Funding flows through the USDA Forest Service to the states. The State of Alaska, Division of Forestry is responsible for administering Western WUI grants in Alaska.

### **Requirements**

- The fill-able pdf. format applications may not be changed. Change in font style or size, changes to the size of the text blocks or any other changes to the application will result in automatic disqualification.
- Technical, third party writing only; no personal writing.
- Information, language and references used need to be consistent through out the application.
- Double check spelling for errors.
- Submit an 8 x 11 map of the Project Area to with the application.
- Submit a letter of commitment and certification of matching share by grant contributors with the application. In-kind contributions must be listed out by type and value of contributions in the letter.
- Alaska State Forestry Area offices are responsible for coordinating with and prescreening local government Western WUI grant applications to assure agencies are not duplicating efforts or competing with each other.
- Obtain supervisor's approval of project(s) prior to submitting the application.
- Applications must be submitted by the established annual deadline. Late applications will not be considered. Deadlines will be established for each new grant cycle

## Procedures

### Block 1

Applicant Information	
<b>Applicant:</b>	Organization's full name
<b>Contact Person:</b>	Name & title someone of authority that will be available in the fall
<b>Address:</b>	Mailing address
<b>City/Zip Code:</b>	Mailing address
<b>Phone (Work/Cell):</b>	Include area code- for contact person named above
<b>Email:</b>	Email address of Contact Person named above
<b>Fax:</b>	Include area code
<b>Federal Tax ID\DUNS #:</b>	92-6001185 / DUNS # 103328576- This will be the same every year for Forestry

- 1) Local government and non profits will have a different Federal tax ID and DUNS number from State of Alaska, Division of Forestry.

### Block 2

Community At Risk Information			
<b>Name of Project:</b>	Provide a short descriptive title		
<b>Community Name:</b>	List all communities in project area		
<b>County(ies):</b>	Borough, Municipality name or N/A		
<b>Congressional District:</b>	Alaska – This will always be “Alaska”		
<b>Latitude:</b>	In decimal degrees	<b>Longitude:</b>	In decimal degrees

### Block 3 (Score sheet columns B,C,F)

Grant Contributors (Matching Share)							
(Applications will be disqualified if insufficient match is identified; federal dollars DO NOT qualify- see criteria & instructions for exception)							
Specify each match contributor and the dollar amount of each contribution.							
<b>Contributors Name:</b>	<b>Write out</b>	<b>No acronyms No Federal</b>					
<b>Dollars (Hard</b>	<b>CASH</b>	<b>CONTRIBUTIONS</b>					
<b>In-Kind (Soft</b>	<b>VALUE</b>	<b>of CONTRIBUTIONS</b>					
<b>TOTAL:</b>							

- 1) Letter of commitment - Grant contributors need to provide a letter certifying they are providing match and state the dollar amount or in kind contributions amount. If in kind contributions, list out what they are. Submit this letter with the application.

Block 4 (Score sheet columns B, C, F)

Total Project Expense (break down matching share totals from block #3)				
Budget Detail (Provide additional information in Block 7)	Grant Share (\$ Amount Requested)	Match (from block #3)		TOTAL
		Dollars	In-Kind	
Personnel / Labor:				
Fringe Benefits:	Leave blank	Leave Blank	Leave Blank	
Travel:				
Equipment:	Leave blank unless > 5k per single item			
Supplies:				
Contractual:				
Construction:				
Other:	Leave blank unless good	explanation in	budget narrative	
Indirect Costs:	SOA FY12 16.72%	Leave blank	Leave Blank	

- 2) Dollar figures will automatically total in application.
- 3) Use (still to be developed) cost sheet standards to estimated project costs. Current cost sheet for Forestry will be available at time application period opens. Local government and non profits can use own standard and established methodology to determine costs.
- 4) Leave fringe benefits blank and include total costs under personnel/labor.
- 5) Any single item equipment purchase \$5,000 or larger requires tracking and return of property to Forest Service. *This is strongly discouraged.*
- 6) These grant monies do not fund construction projects.
- 7) DNR Forestry assesses an indirect on grant funded personnel services only. Indirect costs are those cost related to institutional infrastructure, both physical and administrative that are necessary for project / grant implementation. Example- accounting staff, space, utilities, purchasing officers. These costs are not itemized in the grant application. The SOA DNR percentage of indirect changes every year. Contact Forestry' Central office for current FY indirect rate. Local government and non profits will have a rate that differs from the State of Alaska's rate.

**Block 5 (Score sheet columns B, C, D, F)**

<b>Budget Narrative</b>	
<p>NOTE: Box 4 lists 'What' the grant funds will spent on, Box 5 explains 'How' the grant funds will be spent and is considered when scoring the <b>Budget items clearly defined</b> category. Both Box 4 and 5 are considered when scoring the <b>Achievable</b> category.</p> <p><b>Key points to include:</b></p> <ul style="list-style-type: none"><li>• Detailed description of use of dollar amounts listed in Box 4. If enough room can discuss in kind/match piece here, if not , can discuss matching in Block 9 (interagency collaboration). Who, what, when why, where</li><li>• Budget narrative amounts and categories need to match Block 4 amounts and categories and follow same order,i.e. personal/labor, fringe benefits, travel, equipment, supplies, contractual, other, indirect</li></ul>	

**Block 6 (Score sheet columns D, H)**

<b>Project Area Description</b>	
<p>NOTE: Box 6 is considered when scoring the <b>Achievable</b> category</p> <p><b>Key points to include in narrative:</b></p> <ul style="list-style-type: none"><li>• Type of project (Hazard Fuels, Information &amp; Education or Planning)</li><li>• Project location</li><li>• Physical properties – affected area size</li><li>• Fire history</li><li>• Fuel type –hazard fuels projects especially and fuel model CFDRS and/or NFDRS</li><li>• Description of current conditions</li><li>• Community description, size, population, number of structures/residents, permanent residents, visitor population; use US census data</li><li>• Attach map (for in state reference only) Still need to describe project area in this block</li></ul>	

- 1) **Attach an 8x11 inch to the mile topographical map of the project area to the proposal. (for in state review only) Map will contain: title of project, legend, North arrow, fire history, project area shaded in yellow, previous treatments (if any)shaded in blue, sphere of influence of project shaded in green.**

**Block 7 (Score sheet columns D, E, H)**

Scope of Work	
<p>NOTE: Box 7 is used when scoring the <b>Achievable</b> and <b>Measurable</b> categories. Box 8 is also used when scoring measurability.</p> <p><b>Key points to include:</b></p> <ul style="list-style-type: none"> <li>• Description of what will be done</li> <li>• How it will be accomplished</li> <li>• Quantified –Acres treated, residents contacted ,number of meetings held, educational material distributed, number of potential visitors affected</li> <li>• Description of each applicable “Project Category” in box 8</li> <li>• Acres treated and communities affected #s must match through out application</li> <li>• Specify/define treatment phases; don’t count same acres 2x</li> <li>• For Information &amp; Education always mention Firewise, not just fire prevention</li> </ul>	
<b>Block 8 (Score sheet columns A,E,H )</b>	<b>Project Summary (check all that apply and answer related questions)</b>
<b>Project Category 1: Hazard Fuels Reduction / Fire Adapted Ecosystem Restoration</b>	
<b>Number of acres to be treated:</b>	<b>All treatments</b>
<b>Estimated cost per acre:</b>	<b>Total cost divided by acres</b>
<b>Number of communities directly affected by this project:</b>	<b>Self explanatory</b>
<b>Project Category 2: Information &amp; Education</b>	
<b>Number of citizens to be reached:</b>	<b>Distinguish between permanent population and visitors.</b>
<b>Project Category 3: Planning CWPP related only</b>	
<b>Number of residences affected:</b>	<b>Include seasonal residences</b>

- 1) Only check only the categories that apply to the project proposed. Check Planning Category only if CWPP development, expansion or revision. All categories checked must be reflected in the Scope of Work.
- 2) Estimated cost per acre will be total project cost (including match) divided by acres treated.
- 3) Number of citizens to be reached. Distinguish between permanent residents versus visitors.

**Block 9 (Score sheet columns A, B, C, F, H)**

<b>Interagency Collaboration</b>	
<p>NOTE: Box 9 is used to determine the score in the <b>Collaborative</b> category. Should match or over match fiscal contribution in Block 3.</p> <p><b>Key points to include:</b></p> <ul style="list-style-type: none"><li>• Define matching share</li><li>• Each collaborating entity is listed along with their contribution to the project; should be descriptive &amp; parallel Match and Budget items in Box 3. Include federal partners in this section.</li><li>• Interagency Collaboration language and Scope of Work language need to be consistent</li></ul>	
<b>Community Wildfire Protection Plan (CWPP)</b>	
Does this community have a wildfire protection plan that follows the Healthy Forest Restoration Act CWPP guidelines? (check one)                      yes                      no                      in development	
Is this project part of the plan? (check one)                      yes                      no	
Where would we obtain a copy of this plan? <a href="http://forestry.alaska.gov/fire/cwpp/">http://forestry.alaska.gov/fire/cwpp/</a>	
Is this project identified in your Statewide Forest Resource Assessment and Strategy?                      yes                      no	

- 1) Put a dollar value on the matching share by category that corresponds with Block 3.
- 2) CWPP- If no CWPP the minimum requirement is to list Alaska's Fire Plan web site:  
<http://forestry.alaska.gov/fire/fireplans.htm>

**Block 10 (Score sheet columns D, E)**

<b>Project Timeline</b>	
NOTE: Box 10 is used when determining scores for the <b>Achievable</b> and <b>Measurable</b> categories	
Key points	
<ul style="list-style-type: none"><li>• Time line defined and complete through completion of project</li><li>• Significant accomplishments identified</li><li>• Time line reasonable</li><li>• Consider using phases in timeline to coincide with project categories</li></ul>	

- 1) **Base grant funded activities on a two year timeline maximum.**
- 2) **Write in timeline for unfunded monitoring /maintenance beyond two years of grant funding.**
- 3) **Include project reporting in the timeline (quarterly , annual and final reporting required).**

**Block 11 (Score sheet columns D, G, I)**

<b>Maintenance / Sustainability</b>	
NOTE: Box 11 is used to determine the <b>Project Longevity</b> score	
Key points:	
<ul style="list-style-type: none"><li>• Maintenance requirement identified for the specific vegetation type, longevity of fuel treatment, define how treatments go beyond the grant?</li><li>• Education – residents have been trained what to do and how often? How often will education materials, be updated and distributed? Cycle of educational programs in school?</li><li>• Commitment – a signed agreement with landowner?, CWPP updates?, Ordinance requirements, etc. Define who is responsible</li><li>• Funding – Define how future maintenance will be paid for</li><li>• Monitoring – define who will monitor/ensure maintenance will be accomplished</li></ul>	

**Block 12 (Score sheet columns D, G, H, I)**

<b>Landscape Scale</b>	
<p>NOTE: Box 12 is used to score the <b>Landscape scale project</b> category</p> <p>Key points</p> <ul style="list-style-type: none"><li>• Project is part of or compliments a larger or adjacent project</li><li>• Project provides protection for more than the targeted community</li><li>• Project will have benefits beyond the target community</li><li>• Project effects a larger population than the target community</li><li>• Tie into other agencies projects, plans</li><li>• How project will leverage or compliment previous treatments, projects, programs</li></ul>	

**1) Refrain from using habitat enhancement language- these are WUI influenced grants.**

**END**

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**Division of Forestry 2013 WUI Grant Cycle Timeline**

- Draft applications due July 2, 2012 to Fire Staff Officer. This will allow for the opportunity to edit and fine tune applications, identify any redundancy between proposed projects and consolidate proposals into one project where applicable and advantageous.
- Final applications due August 10, 2012 to Fire Staff Officer. [arlene.weber-sword@alaska.gov](mailto:arlene.weber-sword@alaska.gov)



## **Resources**

### **2010 US Census Data**

<http://2010.census.gov/2010census/>

### **Alaska Community Database (community summaries)**

[http://commerce.alaska.gov/dca/commdb/CF\\_CIS.htm](http://commerce.alaska.gov/dca/commdb/CF_CIS.htm)

### **Division of Forestry Resource Assessment**

<http://forestry.alaska.gov/pdfs/2010AlaskaStatewideAssessment.pdf>

### **Division of Forestry Statewide Forest Resource Strategy**

<http://forestry.alaska.gov/pdfs/StatewideForestResourceStrategy.pdf>

### **Division of Forestry Community Wildfire Protection Plan (CWPP) web page**

<http://forestry.alaska.gov/fire/cwpp/>

### **Division of Forestry Wildland Urban Interface Grants**

<http://forestry.alaska.gov/fire/cwpp/wuigrants.htm>

### **Division of Forestry Grant Administration & Successful Grant Writing Basics**

<http://int.dnr.alaska.gov/forestry/management/>

### **Alaska Fire History**

<http://fire.ak.blm.gov/predsvcs/maps.php> & <http://fire.ak.blm.gov/predsvcs/intel.php>

### **Municipality of Anchorage**

<http://www.muni.org/pages/default.aspx>

### **Kenai Peninsula Borough Spruce Bark Beetle Mitigation Program**

<http://www2.borough.kenai.ak.us/SBB/>

### **Matanuska -Susitna Borough**

<http://www.matsugov.us/>

### **Fairbanks North Star Borough**

<http://www.co.fairbanks.ak.us/>

### **West Wide Wildfire Risk Assessment**

<http://www.westwideriskassessment.com/>

### **Standard Fire Behavior Fuel Models**

[http://www.fs.fed.us/rm/pubs/rmrs\\_gtr153.pdf](http://www.fs.fed.us/rm/pubs/rmrs_gtr153.pdf)

### **Canadian Forest Fire Danger Rating System**

[http://cwfis.cfs.nrcan.gc.ca/en\\_CA/background/summary/fdr](http://cwfis.cfs.nrcan.gc.ca/en_CA/background/summary/fdr)